



DEPARTMENT OF PERSONNEL

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MEMO PERD #46/99

December 15, 1999

TO: Agency Personnel Representatives

FROM: Mary Ellen Komac, Chief
Field Services Division

*std for
Mary Ellen Komac*

Greg Febbo, Chief
Las Vegas Office
Department of Personnel

SUBJECT: CONTINGENCY PLAN FOR FILLING VACANCIES AFTER
JANUARY 1, 2000

In the event there are circumstances after January 1, 2000, which could disrupt the publishing of announcements by this office, we have suggestions which will assist your agency in the continued filling of vacancies. While this department does not expect any problems based on steps we have taken to prepare, there may be conditions which occur outside of our control.

Information technology disruptions could affect either this department's capabilities to produce announcements or the State Printing Office to print them in the volume necessary for the typical distribution. In this case, the publishing of announcements would have to be curtailed or suspended. As an alternative, if you are aware of vacancies which you had planned on announcing during the first two weeks of January, we could assist you in early distribution of the announcement the week of December 27. Your request for recruitment (NPD-3) would need to be received by either our Carson City or Las Vegas Offices by Monday, December 20, 1999. Also, emergency appointments can be made to fill critical positions for 60 working days. This appointment type would allow you to place a person in a given position immediately, to be followed by an announced recruitment as soon as possible.